



COMMERCE CABINET
KENTUCKY HERITAGE COUNCIL

Steven L. Beshear
Governor

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Marcheta Sparrow
Secretary

All Section 106 undertakings must complete a site check/project registration at this office and OSA (Office of State Archaeology, located in Lexington).

The Kentucky Heritage Council does a basic site check for above-ground historic properties upon request for a fee of \$75.00. If the site check is more complex there is a \$40.00 per hour fee for each additional hour spent on the request. This fee includes a PDF file e-mailed to you with map(s), list(s) of historic resources, and invoice. You may also obtain shapefiles of the historic resources in your project area. There is an additional \$40.00 fee to extract the data and you must submit a shapefile of your project area. The historic resources shapefile data will be sent after and in addition to the PDF created from our GIS.

To initiate a site check you must send an e-mail to Lynn Webb (lynn.webb@ky.gov or 502-564-7005, extension 118) on the request. Please send either a map or shapefiles with the project area indicated, along with your request. It is also helpful to make note of your APE (1/2 mile, 1 mile, etc.). Once we've done the initial site check and sent you the results, you must then contact Lynn Webb again to set up an appointment to come in and review the records determined to be within your APE. There is no charge for this paper records review. Due to staffing issues, site checks are only performed **Wednesday through Friday** and these are also the days available for appointments to come in to review the files. To obtain survey numbers for buildings and structures, you should also contact Lynn Webb.

For the archaeological site check you must contact the Office of State Archaeology in Lexington. The e-mail address for this is ky-osa@lsv.ky.edu.

A project registration form (<http://www.heritage.ky.gov/NR/rdonlyres/AAA74970-55C1-4D73-9E89-34CA0303C0B7/0/Projectregistrationform.doc>) must be completed and submitted with all reports. Reports without a project registration form will be returned without review. When an applicant or consultant performs the required site check at the SHPO office, they must fill out this form; a copy will be provided to them for inclusion in the report. The site check form should be placed behind the cover sheet for the report. **If this form is not included in the submitted report, the report will be returned without review.** For archaeological surveys, a separate form needs to be obtained from the Office of State Archaeology.

All consultants must sign in at the front office upon their arrival. The required information on the sign in sheet includes the name of the individual conducting the site check, the county in which the site or sites is located, the site/project name if known or assigned, the type of records accessed and sign in and out time. It is not acceptable to list "multiple sites" or "multiple projects" on this sheet without listing the names of the counties in which these projects are located.

All reports, with the exception of FCC undertakings, must conform to the Kentucky Heritage Council's *Specifications for Conducting Fieldwork and Preparing Cultural Resources Reports*, available online at <http://www.heritage.ky.gov/NR/rdonlyres/5757C6A1-E8E0-4B5E-BE0F-7AF5B78C6BF1/0/2006FieldworkCRspecs.pdf>